

# CLAY TOWNSHIP

## Board of Trustees Meeting

December 19, 2016

The regular meeting of Clay Township Trustees was called to order by Trustee President Dale Winner at 6:00 pm. The Pledge of Allegiance was said and a moment of silence was observed for our veterans and first responders serving our community and country.

Roll call: Mr. Vore, present, Mr. Woolf, present Mr. Winner, present

Trustee Winner moved to approve the minutes from the November 21, 2016 trustee meeting, seconded by Trustee Woolf.

Roll call:

Vore – Yes

Winner – Yes

Woolf – Yes

### Hearing from the Public:

Gary Burkholder, City of Brookville, updated the Trustees on the Brookville Fire Department and reported the intent of purchasing a generator for emergency needs as part of the new Fire Station 76 that would also be a “public safety hub” for the local area. Mr. Burkholder also presented a Memorandum of Understanding (MOU) for cooperative effort of the City of Brookville, Clay Township and Perry Township to participate in a Local Government Safety Capital Grant Program for the purchase of the new emergency generator for the facility. Mr. Burkholder will be presenting the MOU to Perry Township. Trustee Winner indicated that this looks like a partnership with no expense for us and allows for the grant to provide an emergency service to our residents. Trustee Woolf inquired if they would still go through the grant application without Perry Township approval? Mr. Burkholder indicated they would. Trustees indicated they would be interested in pursuing the partnership and signing the MOU.

Gary Horstman, Clay Township Zoning Board, had received a call from Jean Deitering concerning our Website? Trustee Woolf indicated a RFP for a new webmaster was being presented tonight and Mr. Horstman’s inquiry is very timely.

Department Reports:

Police – Chief VanGundy indicated nothing to report. Trustee Vore inquired about the recent LEADS audit and Chief VanGundy indicated that on December 7<sup>th</sup> that they had passed the LEADS audit.

Road & Cemetery – Chris Maleski, Road/Cemetery Superintendent was not present due to a family issue. Trustee Winner reported the road crew is working on salting in preparation on the upcoming winter weather.

Zoning Report – Zoning Enforcement (ZEO) Justin Brown indicated his report distributed had all updates on activities of the Zoning Department and would entertain any questions. There were none.

Fiscal Officer:

Financial information was presented for November and Trustee Winner moved to approve as presented. Trustee Vore seconded the motion.

Roll call:

Vore – Yes                      Winner – Yes                      Woolf - Yes

Re-allocations of appropriations were presented for approval. Trustee Winner moved to approve as presented and Trustee Woolf seconded the motion.

Roll call:

Vore – Yes                      Winner – Yes                      Woolf - Yes

Blanket Certificates and Purchase Orders were presented. Trustee Winner moved to approve as presented and Trustee Vore seconded the motion.

Roll call:

Vore – Yes                      Winner – Yes                      Woolf - Yes

Fiscal Officer Limbert presented the warrants through December 19, 2016 for approval. Trustee Winner moved to approve, Trustee Vore seconded the motion.

Roll call:

Vore – Yes                      Winner – Yes                      Woolf – Yes

Fiscal Officer Limbert presented Resolution 2016-050 for the approval of Temporary Appropriations for 2017 in preparation of the warrants that will be required for bills due the first of January. The Temporary Appropriations represents approximately one fourth of the annual budget to take care of Township expenditures until the permanent budget is

passed later in the first quarter. Trustee Winner moved to approve the resolution and Trustee Vore seconded the motion.

Roll call:

Vore – Yes

Winner – Yes

Woolf – Yes

Fiscal Officer Limbert presented Resolution 2016-048 to request advances on taxes for 2017 from Montgomery County which allows monies to be received from the County as they are collected throughout the year rather than in semi-annual payments. Trustee Winner moved to approve the resolution and Trustee Woolf seconded the motion.

Roll call:

Vore – Yes

Winner – Yes

Woolf - Yes

Fiscal Officer Limbert presented the Township Amended Official Certificate of Estimated Resources as amended December 5, 2016 for the additional monies received from real estate taxes from the Fire District levies so the additional monies could be paid to the various Fire/EMS departments servicing the township per current contracts in place. Trustee Winner moved to approve the resolution and Trustee Vore seconded the motion.

Roll call:

Vore – Yes

Winner – Yes

Woolf - Yes

Fiscal Officer Limbert reported that the Pleasant Plain Issue II Projected was basically finished and Kramer Associates were waiting on final billing from the paving contractor. The in-kind work that the township had performed tentatively totaled over \$63,000 which exceed the 10% requirement of the project. However, the project paperwork may not be completed by the end of the year and may carry over to 2017. Fiscal Officer Limbert will check with the Auditor of the State for the procedures in handling the project. Trustee Woolf reiterated that it would be good to have the project with the revenues to be reported in 2016 since it is basically done with having another Issue II project scheduled for 2017.

Fiscal Officer Limbert shared the need to have a year-end meeting to pay remaining 2016 bills, the elected officials final compensation payment for the year, complete other related year-end work and authorize purchase order/blanket certificates for 2017 bills due the first of 2017. After general discussion, the Trustees will have the year-end meeting at 11:00AM on Wednesday December 28, 2016. Fiscal Officer Limbert will communicate this meeting to the local newspapers and post accordingly.

Unfinished Business:

The Resolution 2016-049 for the Agreement for Engineering Services for the Pansing Road Widening & Resurfacing Phase 2 Project was presented. Trustee Winner moved to approve Resolution 2016-049 and Trustee Vore seconded the motion. There was general discussion and Fiscal Officer Limbert indicated that the resolution was to be certified in which the modification was made to Resolution 2016-049. Trustee Vore was grateful for having the project approved after being in the "pipeline" for so long, but expressed concern that it could be challenging having two Issue II projects in consecutive years. Roll call was taken:

Vore – Yes                      Winner – Yes                      Woolf - Yes

Trustee Woolf presented the RFP for website design, development and implementation with dates for proposals and due dates. The Trustees want to have the Website done right and plan on having it completed by June 2017. Whoever does receive the Website Acceptance, will be required to have it posted on the current website, that the website is currently be reconstructed. After general discussion, the RFP will be distributed to known interested parties and available at the Clay Township office for those interested in reviewing the RFP and providing a proposal.

Trustee Winner reported the Fire Study was just received. The Trustees will review and be addressed at the next Trustee meeting.

Resolution 2016-051 for the purchase of Tasers was presented. We have an opportunity to purchase additional Tasers as that our model being about 10 years old is going to be discontinued. The additional units will allow the Township to continue to be able to use the units in the foreseeable future and eventually have older units available for parts if needed. Trustee Vore moved to accept the purchase amount of \$4,056.35 with a 4 year warranty. Winner seconded the motion.

Roll Call:

Vore – Yes                      Winner – Yes                      Woolf – Yes

Trustee Vore presented Resolution 2016-052 to continue to use the Crime Lab Services provided by the Montgomery County Coroner for 2017. Trustee Vore moved to approve the resolution and Trustee Winner seconded the motion. Trustee Vore shared that crime lab fees have gone up significantly over the last couple of years. They have checked with the Ohio Attorney General Office in a cooperative-effort program but staying with the County again for 2017. The Police Department will continue to monitor opportunities for possible reduction of fees in the future.

Roll call:

Vore – Yes                      Winner – Yes                      Woolf - Yes

Vore – Yes

Winner – Yes

Warrants were presented for approval. Trustee Vore moved to approve, Trustee Winner seconded the motion.

Roll call:

Vore – Yes

Winner – Yes

Fiscal Officer Limbert reported that he had followed up with Mr. Ketter at the Prosecuting Office concerning the 15 hours of unpaid comp time and unused .683 hours of vacation. Mr. Ketter indicated that they were proper and to document approval, the trustees should approve the carryover of unused comp time Mr. DeVore had at the end of 2015 and approve the payment of the remaining unused comp time and unused vacation time. A warrant had been prepared and awaiting the approval to be issued. Trustee Vore moved to accept the carryover of unused comp time for Mr. DeVore and pay the unused comp time of 15 hours and unused vacation time of .683 hours. Trustee Winner seconded the motion.

Roll call:

Vore – Yes

Winner – Yes

Fiscal Officer Limbert also reported that the Township's copier will no longer be eligible for a maintenance contract due to its age in the near future. He and Michele Williams had talked to the Donnellon McCarthy rep and received a quote for a similar copier that was 3 generations newer than our current copier, qualified under the state bid program and its annual maintenance fee would be about a \$1,000 less than the current maintenance fee. The proposed copier technology would be compatible to be integrated with a website, utilize UBS drives among the new features at a price of \$7,200 (about \$300 more than the purchase price of our current copier). Trustee Vore moved to purchase the copier from Donnellon McCarthy. Trustee Winner seconded the motion.

Roll call:

Vore – Yes

Winner – Yes

Fiscal Officer Limbert presented 2 alternatives for change in payroll processing to eliminate estimating time of the last day of the pay period (Friday) as that was the day (early afternoon) timesheets were turned in. Trustee Vore recommended that the proposed changes be given to Chief VanGundy and Road/Cemetery Superintendent Maleski for them to review and discuss with the employees for their input. After their review and discernment, a memo can be prepared for discussion and decision at the next trustee meeting when all trustees are present. Trustee Winner agreed. Fiscal Officer indicated that the July 4<sup>th</sup> week was going to be delayed because of the holiday. Trustee

Winner suggested that we could let everyone know the situation with that week as to the direct deposits will be on Thursday so they could plan accordingly.

Fiscal Officer Limbert indicated information is ready for review with department heads to finalize the 2016 budget. Trustee Vore asked that the information be distributed and plan an August work session for the Trustees to be able to go over by line item and finalize. Trustee Winner agreed and Fiscal Officer Limbert will distribute the budget information in preparation of the August work session.

#### Unfinished Business:

The Fiscal Officer presents Resolution 2016-14 accepting the recommendation of Kramer & Associates accepting the bid of Walls Asphalt Company and authorize a Trustee to officially sign all official documents for the Township for the upcoming Issue II project. After general discussion, it was decided to have Dale Winner, Trustee, President be the designated trustee. Trustee Winner moved to accept the Resolution 2016-14 for the Issue II project. Trustee Vore seconded the motion.

Roll call:

Vore – Yes

Winner - Yes

Trustee Vore reported the new signs for the Township's cemeteries and township house have been received and will be installed. They are currently in the hallway if anyone wanted to see them.

Trustee Vore is working with Chief VanGundy in updating the personnel manual and plan on having a recommended copy for the next meeting.

Trustee Vore also indicated that he has had feedback that local health insurance rates are expected to rise as much as 40% for Premier Health and Care Source is projecting 14%. Health insurance premiums increases are going to be a big unknown for next year when planning 2017 budget. The Township may have to look into some health care coverage changes for next year.

Trustee Winner reported that the new stop signs came in and the old stop signs have been replaced. The old ones can be recycled. It was noted that the ORC allows us to dispose them if their value is under \$2,500. Trustee Winner move to dispose old signs for scrap – approx. 55 plus posts. Trustee Vore seconded the motion.

Roll Call:

Vore – Yes

Winner – Yes

Committee Reports.

Trustee Winner reported the fire and EMS runs for the month of May for Brookville and Phillipsburg department totals and the ones in the township. – Fire 26 EMS 138 for Brookville with 23 EMS and 3 fire runs in Clay. Phillipsburg had 33 calls for service in May with 21 EMS and 12 fire with 24 of the calls in Clay.

Trustee Winner move to adjourn the meeting. Trustee Vore seconded the motion.

Roll Call:

Vore – Yes

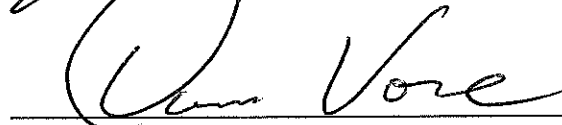
Winner – Yes

Meeting adjourned - 6:45pm



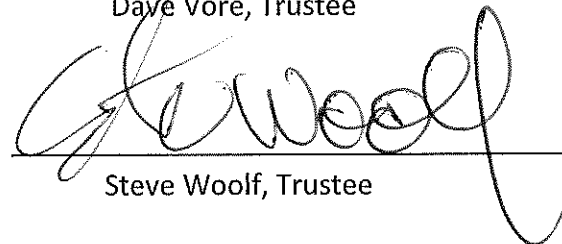
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Dale Winner, Trustee



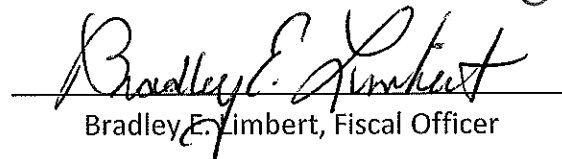
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Dave Vore, Trustee



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Steve Woolf, Trustee



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Bradley E. Kimbert, Fiscal Officer

The Trustees had general discussion concerning the Partnership for the purchase of a generator for the Brookville new Fire/EMS building presented earlier in the meeting. Trustee Woolf indicated that the motion would be to support the project regardless of Perry's Township decision on the project. Trustee Winner moved to participate in the program regardless of Perry's Township decision to participate and Trustee Vore seconded the motion.

Roll Call:

Vore – Yes

Winner – Yes

Woolf - Yes

Trustee Winner presented a calendar for 2017 Trustee meetings and moved to accept those dates for meeting in 2017. Trustee Vore seconded the motion.

Roll Call:

Vore – Yes

Winner – Yes

Woolf – Yes

Trustee Woolf presented Resolution 2016-047 for having Gilbert-Fellers funeral home identified to handle any Indigent Burials in the Township for 2017 and forward until the Trustees take action to change. Trustee Winner moved to approve the resolution and Trustee Vore seconded the motion.

Roll Call:

Vore – Yes

Winner – Yes

Woolf - Yes

#### Trustee Committee Reports:

Trustee Woolf reported that the MVRPC have proposed an Old National Bike Trail at their recent meeting. The proposal would include an extension of Wolf Creek Trail along National Road through Clay Township, Clayton, Englewood, and onto the Metro Parks and connect with the Stillwater path. Phase 2 is for a complete loop for the north Montgomery County Bike/Walk Trail. That is the long-term plan.

Trustee Woolf reported on the recent Montgomery County Auditor's Annual Update Meeting. They project that the value increase of the update to be done around June & July and Clay Township is projected to have one of the larger increases. Trustee Vore shared a concern with the adjustments and legislators need to address the issue. Values are projected to continue to go up. Trustee Woolf also reported the first year for the Jesse Haines Award named after a Clay Township/Phillipsburg resident and former Montgomery County Auditor for special recognition of Fiscal Officers in the county.

Trustee Woolf indicated that he had received the monthly FIRE and EMS reports from the City of Brookville and the Viillage of Phillipsburg.



Trustee Woolf attended the MCTA meeting. They are looking for sponsors for upcoming meetings. Perry Township does not have any place to host, but willing to partner with us for the April 20<sup>th</sup> meeting. Trustee Vore suggested Rob's Restaurant. Trustee Woolf will follow up with the MCTA.

Trustee Woolf attended an ODOT meeting with Trustee Vore and there was discussion concerning State Route 49 between SR40 and I-70 construction. Trustee Woolf and Trustee Vore are really pushing to have the safety and operations issues addressed. There was indication that ODOT will be re-engineering the intersections are projected to be completed by 2019. The Trustees also had discussion on responsibilities of servicing small sections of roads such as Hirsch Road. In further investigation, the County is responsible. Trustee Woolf will attempt to get updated information for all of the roads that were affected by the interstate work and what possible assistance we could receive in maintaining them.

Trustee Vore reported that the Police Department is taking steps professionalizing it to maintain its high standards. Policies and procedures are being implemented to get into the 21<sup>st</sup> century. Our department has become ACREA accredited and has received a Certificate of Certification. We are the 88<sup>th</sup> department to receive this out of 245 units. This is a plus for our Police Department and a very favorable credential in situations of a law suit if one occurs. Trustee Vore wanted to give a personal thank you for the work done.

Trustee Vore discuss the progress on speed limit issues mentioned at the last Trustee meeting. Chief VanGundy has been working with on it with the County Engineers office to get the proper speed posted.

Trustee Vore was concerned with the need for township personnel to have a credit card for certain purchases that are done on line. After general discussion, Trustee Vore moved that Chief VanGundy, Sargent Hawkins and Road/Cemetery Superintendent Maleski to have a Township credit card issued to each of them when obtained by the Fiscal Officer. Fiscal Officer Limbert indicated that this is an item being followed up on as Huntington Bank had indicated that those should be ready at the end of the year. Trustee Woolf seconded the motion.

Roll Call:

Vore – Yes

Winner – Yes

Woolf - Yes

Trustee Winner moved to go into executive session for the discussion of a legal matter and to consider compensation of employees of Clay Township. Attorney Kevin Lantz, representing Surdyk, Dowd, and Turner Co. LLP was invited to join the Trustees in the legal matter. Trustee Vore seconded the motion.

Roll Call:

Vore – Yes                      Winner – Yes                      Woolf - Yes

Trustee Winner moved to come out of Executive Session and Trustee Woolf seconded the motion.

Roll Call:

Vore – Yes                      Winner – Yes                      Woolf - Yes

The Trustees came out of the executive session at 7:33 pm.

Trustee Vore moved to adjust the base salary of Chief VanGundy to \$51,500 per year effective first pay on January 6, 2017. Trustee Winner seconded the motion. There was general discussion and Trustee Winner inquired how that compares to other police departments. Trustee Vore indicated it is on the low end. Other departments don't have the traffic volume Clay Township has. Other Townships were discussed. Overall the proposed salary is still on the low end and his position includes other non-police responsibilities. Trustee Woolf indicated that we need to plan for the level needed to handle the responsibilities for the Township's Police Chief.

Roll Call:

Vore – Yes                      Winner – Yes                      Woolf - Yes

Trustee Vore moved for all employees to receive a 2% increase effective for first pay 1/6/17. Trustee Woolf seconded the motion and noted that our budget for 2017 allows for the raise.

Roll Call:

Vore – Yes                      Winner – Yes                      Woolf - Yes

Trustee Vore moved to adjust the three police officers classified as permanent part-time to \$15 per hour effective 1/6/17 to \$15.30 with the 2% increase. Trustee Winner questioned what the current rate is. Trustee Vore gave an update on the three individuals. Trustee Winner seconded the motion.

Roll Call:

Vore – Yes                      Winner – Yes                      Woolf - Yes

Trustee Winner moved to adjourn the meeting. Trustee Vore seconded the motion.

Roll call:

Vore – Yes

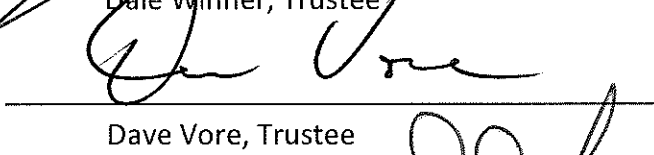
Winner – Yes

Woolf – Yes

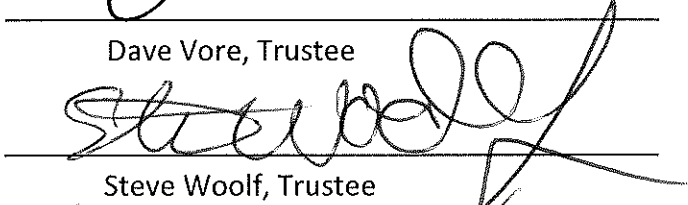
Meeting adjourned at 7:43pm.



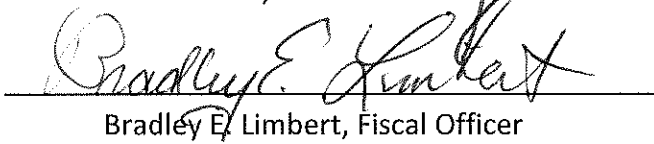
Dale Winner, Trustee



Dave Vore, Trustee



Steve Woolf, Trustee



Bradley E. Limbert, Fiscal Officer